masterskill
education through innovation

Microsoft® Office Excel® 2013: Part 3 (Second Edition)

Course Specifications

Course Number: ELK91–053ol_rev1.01
Course length: 1.0 day(s)

Course Description

Clearly, you use Excel a lot in your role. Otherwise, you wouldn't be taking this course. By now, you're already familiar with Excel 2013, its functions and formulas, a lot of its features and functionality, and its powerful data analysis tools. You are likely called upon to analyze and report on data frequently, work in collaboration with others to deliver actionable organizational intelligence, and keep and maintain workbooks for all manner of purposes. At this level of use and collaboration, you have also likely encountered your fair share of issues and challenges. You're too busy, though, to waste time scouring over workbooks to resolve issues or to perform repetitive, monotonous tasks. You need to know how to get Excel to do more for you so you can focus on what's really important: staying ahead of the competition. That's exactly what this course aims to help you do.

This course builds off of the foundational and intermediate knowledge presented in the Microsoft® Office Excel® 2013: Part 1 (Second Edition) and Part 2 (Second Edition) courses to help you get the most of your Excel experience. The ability to collaborate with colleagues, automate complex or repetitive tasks, and use conditional logic to construct and apply elaborate formulas and functions will put the full power of Excel right at your fingertips. The more you learn about how to get Excel to do the hard work for you, the more you'll be able to focus on getting the answers you need from the vast amounts of data your organization generates.

This course covers Microsoft Office Specialist exam objectives to help students prepare for the Excel 2013 Exam and the Excel 2013 Expert Exam.

Course Objective: In this course, you will implement Google Analytics and perform analysis by using standard reports.

You will:

- Work with multiple worksheets and workbooks simultaneously.
- Share and protect workbooks.
- Automate workbook functionality.
- Apply conditional logic.
- Audit worksheets.
- Use automated analysis tools.
- Present your data visually.

Target Student: This course is intended for students who are experienced Excel 2013 users and have a desire or need to advance their skills in working with some of the more advanced Excel features. Students will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex datasets.

Prerequisites: To ensure success, students should have practical, real-world experience creating and analyzing datasets using Excel 2013. Specific tasks students should be able to perform include: creating formulas and using Excel functions; creating, sorting, and filtering datasets and tables; presenting data by using basic charts; creating and

working with PivotTables, slicers, and PivotCharts; and customizing the Excel environment. To meet these prerequisites, students can take the following Logical Operations courses, or should possess the equivalent skill level:

- Microsoft® Office Excel® 2013: Part 1 (Second Edition)
- Microsoft® Office Excel® 2013: Part 2 (Second Edition)

Hardware Requirements

For this course, you will need one workstation for each student and one for the instructor. Each computer will need the following minimum hardware configurations:

- 1 GHz or faster x86- or x64-bit processor with SSE2 instruction set
- 2 GB RAM
- 3 GB available hard disk space
- DirectX10 graphics card and a 1,024 x 576 or higher resolution monitor (1,024 × 768 resolution or higher monitor recommended)
- CD-ROM drive (if installing any software from a CD-ROM)
- Keyboard and mouse (or other pointing device)
- Network cards and cabling for local network access
- Internet access (contact your local network administrator)
- Printer (optional) or an installed printer driver
- Projection system to display the instructor's computer screen

Software Requirements

- Microsoft® Office Excel® Professional Plus 2013
- Microsoft Office 2013 Service Pack 1 or latest update (32-bit update or 64-bit update depending on your system)
- Microsoft® Windows® 8 or 8.1 Professional
- Latest Microsoft Windows 8 or 8.1 Service Pack (if available)
- Microsoft Internet Explorer 8, 9, 10, or 11; Mozilla Firefox 10.x or later, or Google Chrome 17.x
- .NET Framework version 3.5, 4.0, or 4.5
- Microsoft® Silverlight® 5.0 plug-in
- If necessary, software for viewing the course slides (instructor machine only)

Course Content

Lesson 1: Working with Multiple Worksheets and Workbooks Simultaneously

Topic A: Use 3-D References
Topic B: Use Links and External References
Topic C: Consolidate Data

Lesson 2: Sharing and Protecting Workbooks

Topic A: Collaborate on a Workbook
Topic B: Protect Worksheets and Workbooks

Lesson 3: Automating Workbook Functionality

Topic A: Apply Data Validation
Topic B: Work with Forms and Controls
Topic C: Work with Macros

Lesson 4: Applying Conditional Logic

       Topic A: Use Lookup Functions
       Topic B: Combine Functions
       Topic C: Use Formulas and Functions to Apply Conditional Formatting

Lesson 5: Auditing Worksheets

       Topic A: Trace Cells
       Topic B: Search for Invalid Data and Formulas with Errors
       Topic C: Watch and Evaluate Formulas

Lesson 6: Using Automated Analysis Tools

       Topic A: Determine Potential Outcomes Using Data Tables
       Topic B: Determine Potential Outcomes Using Scenarios
       Topic C: Use the Goal Seek Feature
       Topic D: Activate and Use the Solver Tool
       Topic E: Analyze Data with Analysis ToolPak Tools

Lesson 7: Presenting Your Data Visually

       Topic A: Use Advanced Chart Features
       Topic B: Create Sparklines

Appendix A: Microsoft Office Excel 2013 Exam 77-420

Appendix B: Microsoft Office Excel 2013 Expert Exams 77–427 and 77428

Appendix C: Cube Functions

Appendix D: Import and Export Data

Appendix E: Internationalize Workbooks

Appendix F: Work with PowerPivot